



# Design District Review Team

## MINUTES

March 30, 2009  
Conference Room B  
Ground Floor, City Hall

**Members Present:** Teri Danner, Planning  
Joe Jackson, City Appointee  
Kevin Lilley, General Services/Urban Forestry (Chair)  
Lisa Miller – Planning - alternate  
Henri Prosperi, County Appointee  
Doreen Sanfelici, General Services  
Ed Venable, Public Works  
Sara Young, Planning

**Members Absent:** Chris Dickey, Economic Development (unexcused)  
John Compton, Appearance Commission (unexcused)

**Staff Present:** Steve Cruse, Planning  
Joanne Gordon, Planning  
Anne Kramer, Planning

**Guests Present:** Mark Hough, Duke  
Sam Brockwell

**I.** Chair Lilley called the meeting to order at 1:34 p.m.

### **II. Approval of Minutes**

**MOTION:** To approve the minutes from February 16, 2009 (Mr. Jackson, Ms. Young 2<sup>nd</sup>)

**ACTION:** Motion carried, 6-0 (Ms. Danner and Mr. Prosperi not yet present)

### **III. Adjustments to the Agenda**

A brief item on the use of electronic submittals was added under new business.

### **IV. Site Plan Review: Smith Warehouse/Maxwell Street Parking Alterations (D0900061)**

A request for a variation to allow chain link fencing in the TUA of the UC District.

After a brief discussion the DDRT felt strongly that the waiver to allow chain link fencing in the UC-TUA was not appropriate and advised the applicant to comply with the decorative fencing requirement.

**MOTION:** To defer request for variation. (Mr. Lilley, Ms. Danner 2<sup>nd</sup>)

**ACTION:** Motion carried, 7-0 (Mr. Jackson recused himself from voting)

**V. Unfinished Business**

None

**VI. New Business**

**a. 2008 Annual Report**

Young gave the members the 2008 Annual report. Discussion was had about changing the rules of procedures.

**MOTION:** To accept the 2008 Annual Report with the amendments and corrections made. (Ms. Sanfelici, Mr. Prosperi 2<sup>nd</sup>)

**ACTION:** Motion carried, 8-0

**b. Van Alen (D0900513)**

Young explained that the designers for this project were required to make modifications to comply with Section 7.3.1 of the UDO and thus were requesting that any refinements to the elevations as a result of those adjustments be allowed to be approved administratively by staff on behalf of the DDRT.

**MOTION:** To allow administrative review of the revised elevations. (Ms. Danner, Mr. Jackson 2<sup>nd</sup>)

**ACTION:** Motion carried, 8-0

**c. Electronic Distribution**

Young discussed the issue of using electronic submittals to limit the amount of paper copies that were being distributed, also noting that the DDRT Agenda Packets were in pdf form on the City's website for all to view.

**MOTION:** To limit the number of paper copies being distributed and providing all data electronically to fellow members and citizens via email and the City's website. (Ms. Sanfelici, Mr. Prosperi 2<sup>nd</sup>)

**ACTION:** Motion carried, 8-0

**VII. Adjournment**

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,  
Joanne Gordon, Planning